

## TERMS AND CONDITIONS

1. All fees must be paid in full at the time of booking.
2. Medical History and Emergency Treatment Forms, (where required), for each child must be completed and submitted to **Holiday Sports** no later than the first day of attendance
3. All absences from the sports-scheme will be charged. Reductions/date changes for sickness or cancellations will be considered, depending on any extenuating circumstances and providing at least two week's notice, (in writing), is given to permit changes in staffing.
4. Consideration will be given to date changes providing vacancies and staff are available and at least two week's notice is given.
5. **Holiday Sports** location manager should be notified in advance of any changes to your child's arrival and departure times by calling the sports-scheme telephone. Collection of your child other than by the primary carer is dependant on a password system, which must be arranged in advance.
6. The location manager should be informed if any child is going to be absent. This can be done by calling the sports-scheme **telephone – 07598-975831.**
7. The sports-scheme is open from 0800 hrs – 1800 hrs. **(Late collections will be charged at a rate of £10.00 per quarter hour or part thereof, as staff have to be paid overtime).**
8. The parent/carer of a child attending the scheme should inform the location manager if the child has been in contact with an infectious disease.
9. If any child is unwell they should not be brought to the sports-scheme, except after consultation with the location manager. If a child becomes unwell during the day the location manager will contact you to discuss whether the child should be collected and taken home. Children who are suffering with diarrhoea, sickness influenza, (all types) and conjunctivitis should not attend for a minimum of 24 hours. The staff will administer prescribed medication authorised by the parents with the necessary consent form signed.
10. Every child should attend the sports-scheme with suitable clothing for the weather and bring sun-screen lotion in hot and sunny weather. Spare clothing should also be provided. All items of clothing should be marked with the child's name.  
  
The sports-scheme cannot take responsibility for any soiled or damaged items. Lost property will be disposed of at the end of each sports-scheme. Any 3 year olds attending, as well as older children, must be toilet trained as **Holiday Sports** does not provide nursery care.
11. All lunches and snacks are to be provided by the parent/carer in suitable, non-glass, labelled containers. The food must not contain any **NUT TRACES**.
12. Children are not permitted to bring any Jewellery, Mobile Phones, IPODS/Gameboys (or any Internet accessibility devices), Skateboards, Roller Skates/Blades, Wheeled trainers or other valuables with them.
13. From time to time, **Holiday Sports** may take photographs of children during their activities for use in publicity material of the company, such as brochures. Parents not wishing photographs to be used in this way, should specifically advise the **Holiday Sports** office to this effect.
14. Should any child, in the opinion of the location manager, be consistently behaving in an aggressive or unreasonable manner, the parents may be required to remove the child. In such circumstances refunds will not be given. **Holiday Sports** reserves the right to accept/reject children at its discretion.
15. Any changes of address or telephone number should be notified, (in writing), to the **Holiday Sports** office immediately.
16. Copies of Holiday Sports Policies and Procedures are available for inspection at Reception, as is a complaints book, if required.
17. OFSTED can be contacted at Piccadilly Gate, Store Street, Manchester, M1 2WD  
Telephone: 0300-123-1231: Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk): Our OSTED Registered Number is EYC297175. Surrey County Council's Early Years & Childcare Service Telephone: 01372-833888.
18. The company is registered under the Data Protection Act and all data held by the company is subject to the requirements of the Act. By signing the booking form, you are acknowledging acceptance of the above Terms and Conditions.